RICOH
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MFD User Guide

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CONTROL PANEL

RESET — Clears all settings (Defaults).

PROGRAM — Store frequently used copy settings in the machine memory and recall them for future use.

INTERRUPT — Not in use.

ENERGY SAVER — Turn the machine ON/OFF (from standby)

LOGOUT — Logout hard key.

USER TOOLS/COUNTER — Access System menus. Take counter readings.

C/CLEAR — Delete quantity.

STOP — Stop copying/scanning/faxing when on that function.

SIMPLIFIED DISPLAY — Toggles between normal and simplified screen mode.

SAMPLE COPY — Use this key **instead** of the green button to produce a sample set.
*** Can only be used when [Sort] is selected.**

START — Begin copying/scanning/faxing when on that function.

STOP — Cancel/stop Copier job.

CHECK STATUS — Overview of function status.

F1 — **Access the Copier function.**

F2 — **Access the Printer function.**

F3 — **Not in use.**

F4 — **Not in use.**

F5 — **Not in use.**

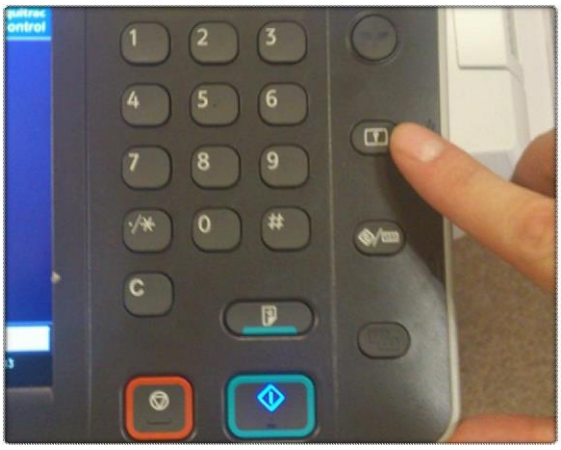
HOME — Returns to ‘HOME’ screen.

LOGIN

HOLD YOUR CARD OVER THE READER FOR A FEW SECONDS TO LOGIN.

LOGOUT

TO LOGOUT , PRESS THE LOGOUT BUTTON or HOLD YOUR CARD OVER THE READER ONCE AGAIN.



Load documents FACE UP in the auto document feeder.

Place documents FACE DOWN on the glass.

Press the [Start] button to commence Copying/Printing/ Scanning/Faxing.

Use the number keys to enter quantities or PIN codes.

RELEASING PRINTS

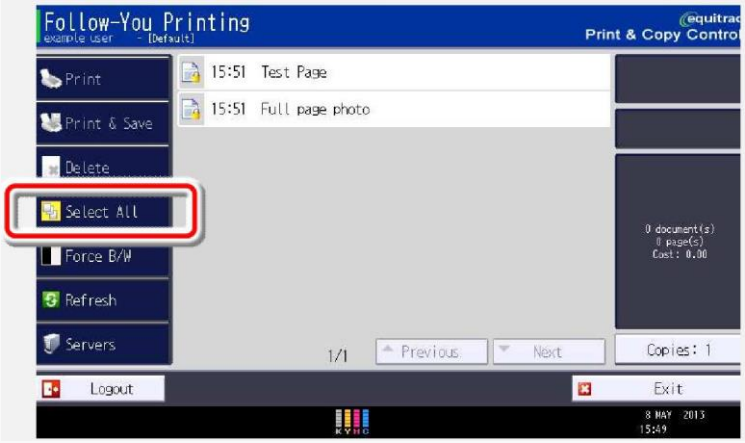
Follow-You

1.

Hold your card briefly over the card reader.

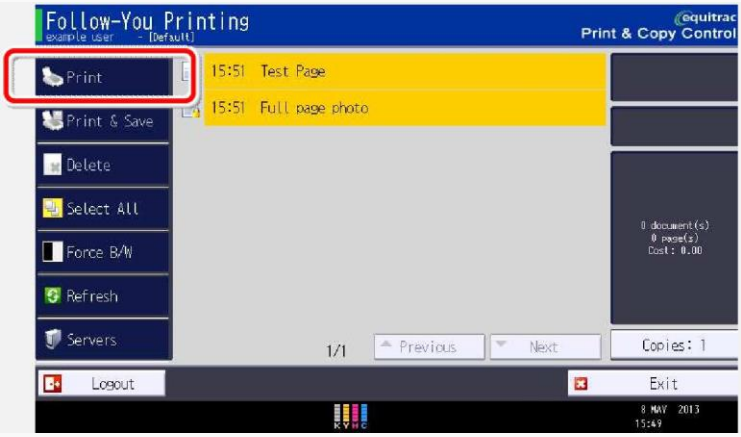
2.

Use ‘Select All’ to highlight all the jobs in your queue.



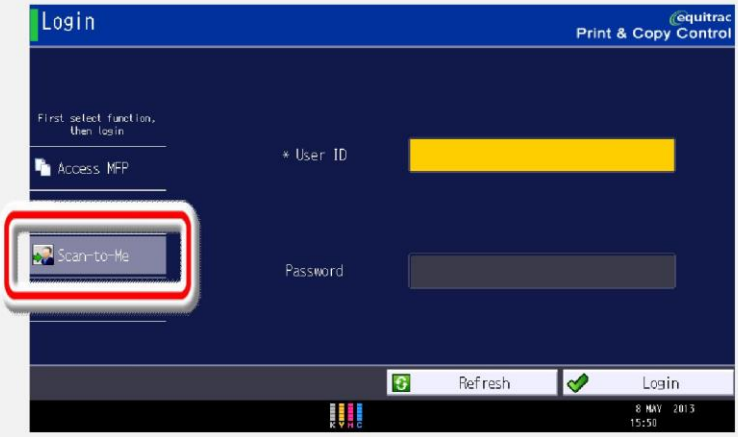
3

Select ‘Print’ to release your jobs. Then Logout!



1.

To login, select ‘Scan To Me’ first..

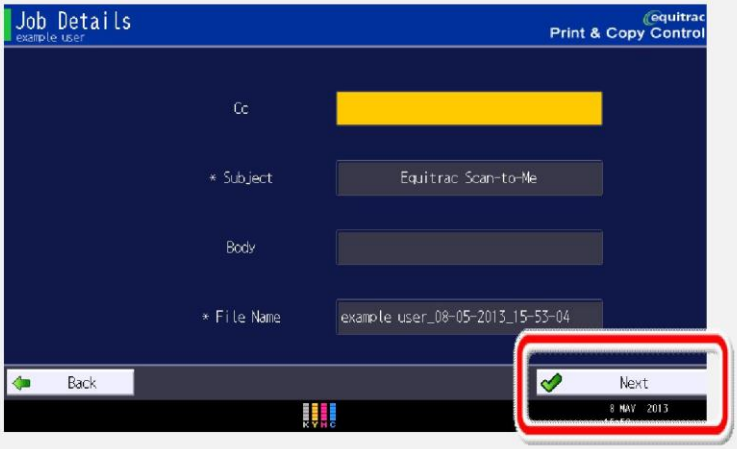


2.

Hold your card briefly over the card reader.

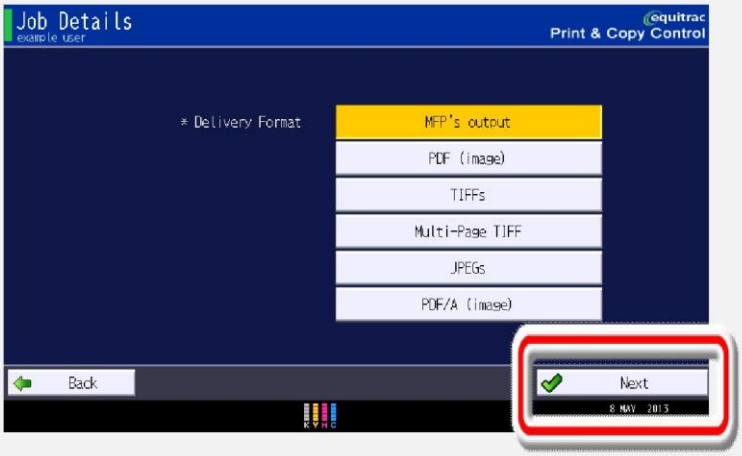
3.

Select ‘Next’.



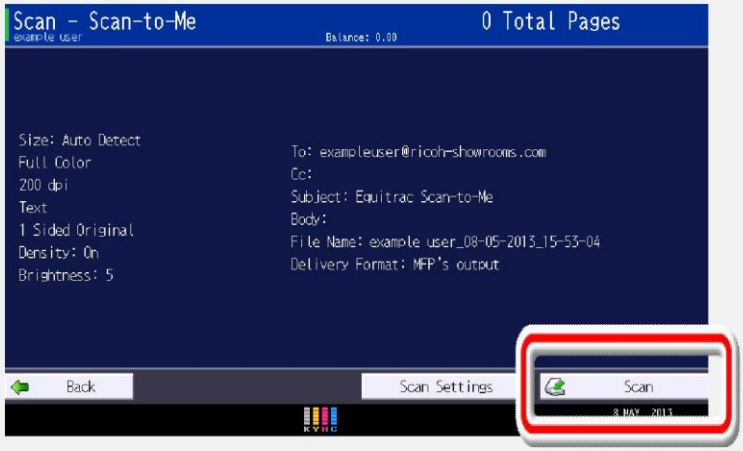
4.

Select ‘Next’.



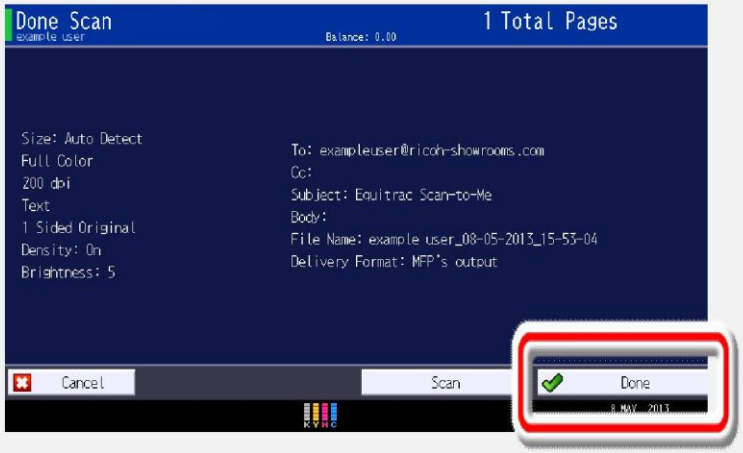
5.

Select ‘Scan’.



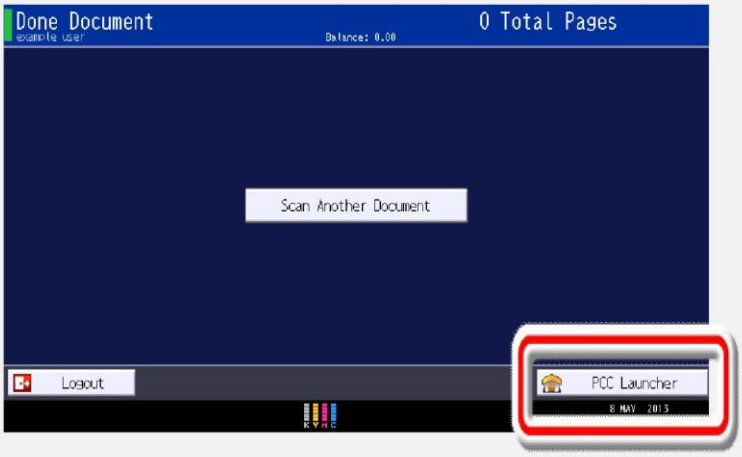
6.

Logout OR To return to Follow You Printing, select ‘Done’.



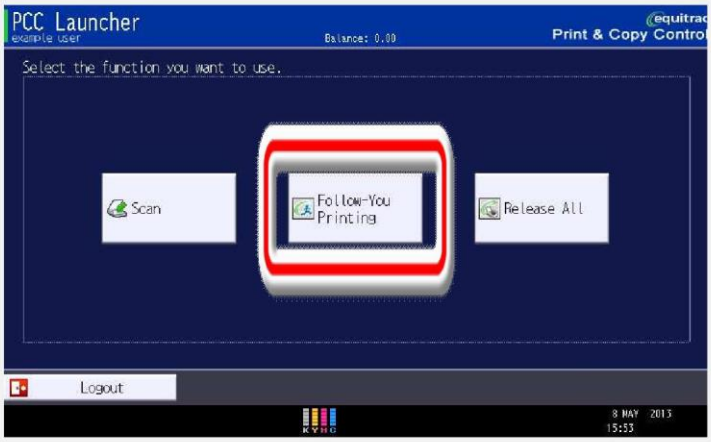
7.

Select ‘PCC Launcher’.



8.

Select ‘Follow -You Printing’.



COPIER

Access MFP

1.

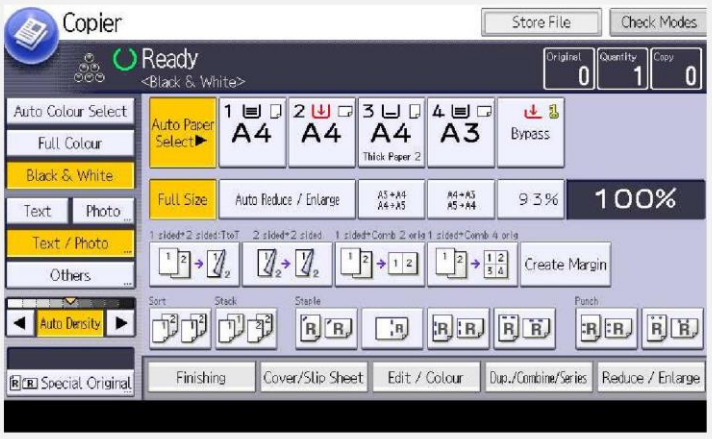
Hold your card briefly over the card reader.

2.

Press the [Copier] function button.

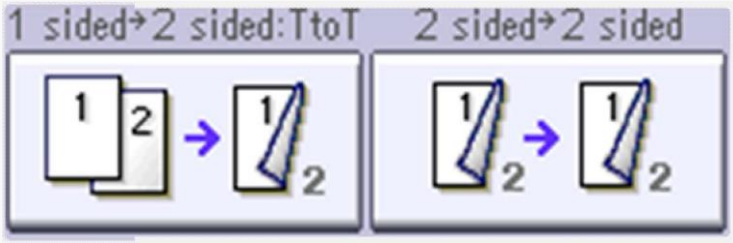
3.

Choose your options from the MFD display.

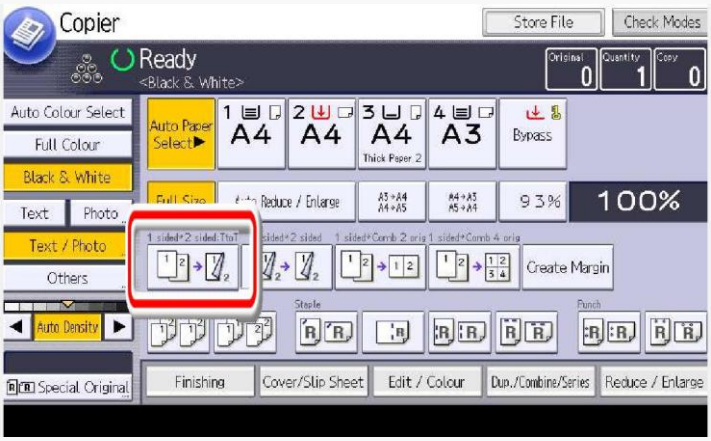


DOUBLE SIDED

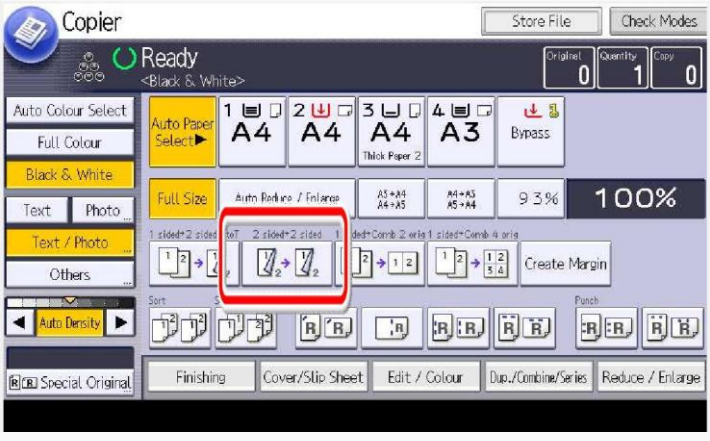
Access MFP



To make two-sided copies from *one*- sided originals:

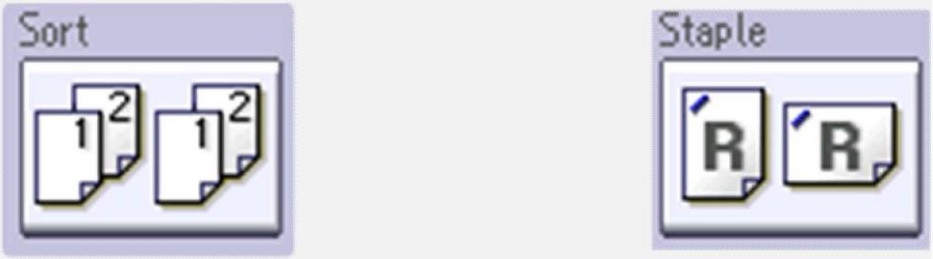


To make two-sided copies from *two*-sided originals:

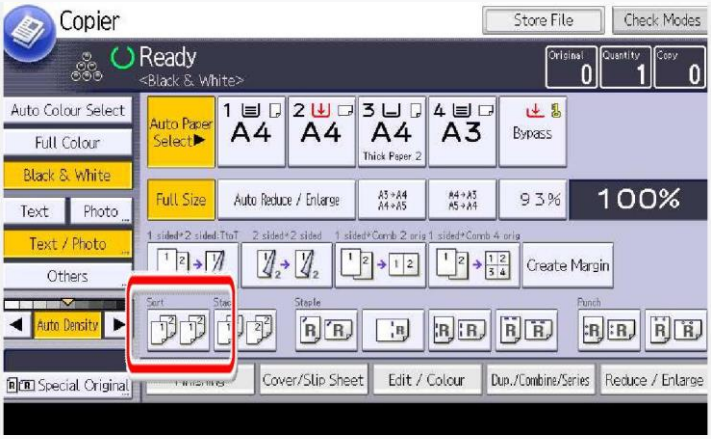


SORT & STAPLE

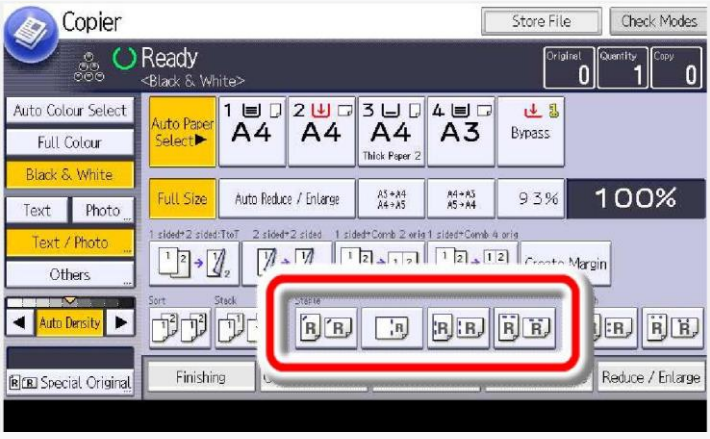
Access MFP



To collate documents into sets, select ‘Sort’.



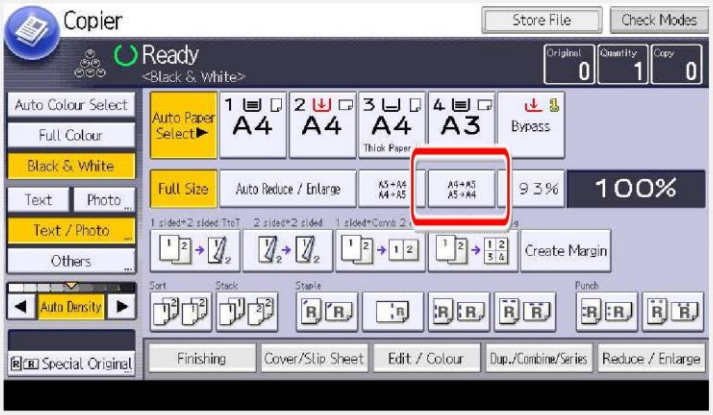
To staple your documents choose from one of the staple options.



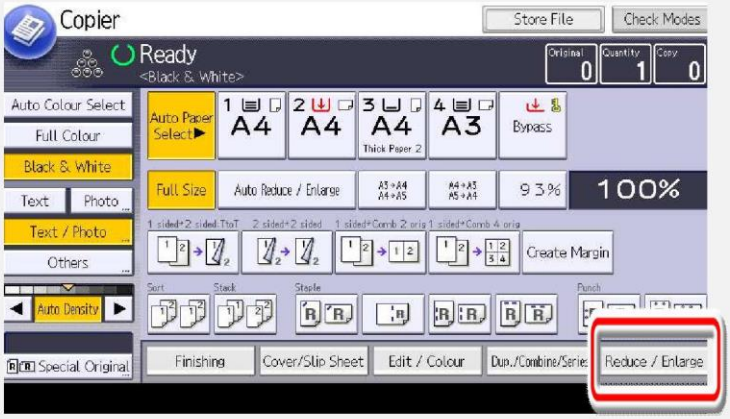
REDUCE & ENLARGE

Access MFP

A quick way to enlarge A4 to A3 is to use the ‘A4>A3’ shortcut.



OR, If you wish to choose a different size, select the ‘Reduce/ Enlarge’ tab.



Use the ‘-/+’ adjuster to set a percentage.